

NUMBER 114

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From: William R. Irvin, Manager

William R. Irvin

To: Directors of Personnel, Departments and Agencies; and Personnel Officers
Field Installations in the Washington, D.C. Metropolitan Area

Subject: Mailing List Revision

The Washington Area Office is in the process of revising the mailing list to local agency personnel offices. This list is used for distribution of examination announcements and their amendments, WAO Bulletins, the "Washington Staffing Scene," and requests for submission of new hires estimates data. Attached is a list of the addresses we have for your department or agency. We ask your cooperation in completing the questionnaire concerning those addresses and returning it to the Recruiting and Information Officer, Washington Area Office by October 31, 1974.

For purposes of this questionnaire, an appointing office is one which has final authority for executing personnel actions. We are aware that some offices have this authority only for positions at certain grade levels, and we would appreciate clarification on this point.

Any changes in these addresses which you wish to report later should be addressed to the Administrative Officer, Washington Area Office.

Attachment

Expiration date: September 1, 1975

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